**Policy Statement:**

The Department for Aging and Independent Living (DAIL) strives to maintain working conditions and protocols for the safety and protection of staff.

**Procedure:**

1. Any staff member who has been directly or indirectly threatened or harmed in the course of performing their work assignments shall report the threat of harm or incident resulting in harm immediately to their supervisor.
2. When the threat of harm or actual harm has occurred by an individual under guardianship, toward a DAIL employee, the Class 4 Incident is reported to the Guardianship Field Services Office Supervisor (GFSOS) or designee and entered into the Kentucky Guardianship Fiduciary Information System (KYGFIS).
3. When the threat of harm or actual harm has occurred, to a DAIL employee, by anyone other than an individual under guardianship, the incident is reported to the GFSOS or designee and shall be documented on the GF-005 Staff Safety Incident Report according to the instructions provided in the GF-005a and entered into the KYGFIS.
4. GFSOS or designee shall:

(a.) Review the submitted report;

(b.) Discuss the incident with the employee to develop a plan for safety;

(c.) Document the debriefing and date on the incident report;

(d.) Inform the Branch Manager, or designee, of the incident report and the plan developed.

(e.) Recommend to the employee that a report be made to the appropriate law enforcement agency, personnel, etc.;

(f.) Cooperate with any investigative authorities; and

(g.) If notified by employee that the plan for safety is not working, take action to address the issues.

1. When an individual under guardianship poses a risk to the safety of the DAIL staff, all options must be explored to maintain contact with the individual and to provide a face-to-face visit as established in DAIL-GField-18 Visiting the Individual Under Guardianship, including:
	1. When an individual under guardianship is potentially violent, no staff person should visit alone; ensure another DAIL staff person is available to accompany the assigned worker on the visit;
	2. Visit the individual only in a public place where others are available to intervene;
	3. Have the individual report to the office when security is present;
	4. Explore all options with the supervisor to determine if there are any appropriate means available to continue to see the individual under guardianship face-to-face; or
	5. Contacting law enforcement when needed.